



# Program Management

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# Objectives

- **The objectives of biosecurity program management include:**
  - **Ensuring that each of the components of the system functions in a coordinated and consistent manner**
  - **Ensuring adequate resources and management support for effective implementation of the biosecurity program**





# Specific Responsibilities

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- **Planning**
- **Policies and procedures**
- **Documentation systems**
- **Organization and responsibilities**
- **Training programs**
- **Audits**
- **Corrective and preventive actions**
- **Management reviews**



# Planning

- **Identify program needs**
- **Identify and allocate resources**
- **Develop biosecurity plan:**
  - **Facility mission and description**
  - **Department and site-specific threat definitions**
  - **Physical security**
  - **Personnel security**
  - **Material control and accountability**
  - **Material transfer security**
  - **Information security**
  - **Biosecurity program management**
  - **Incident response plan and reporting**

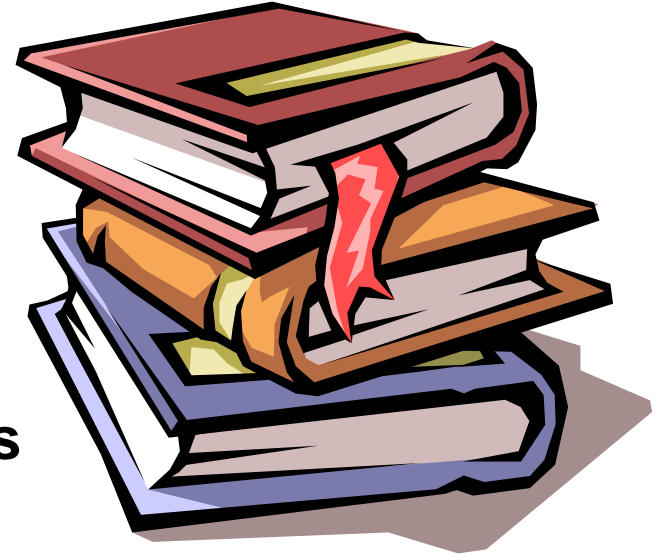




# Policies and Procedures

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- **Prioritize biosecurity issues**
- **Provide guidelines for meeting statutory requirements**
- **Provide a mechanism for management oversight**
- **Document performance measures**
- **Explain the rationale for the biosecurity program**

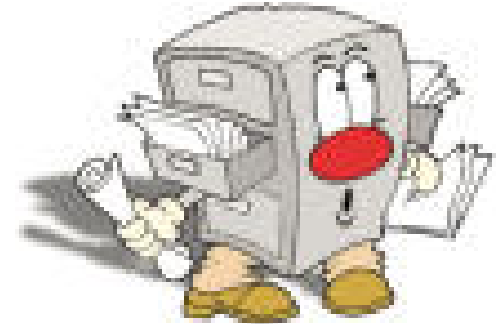




# Documentation Systems

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- **Establish a records management system**
  - **Designate a responsible document control coordinator**
  - **Define appropriate document retention time**
  - **Establish procedures for handling sensitive information**





# Organizational Responsibilities

- **Department**

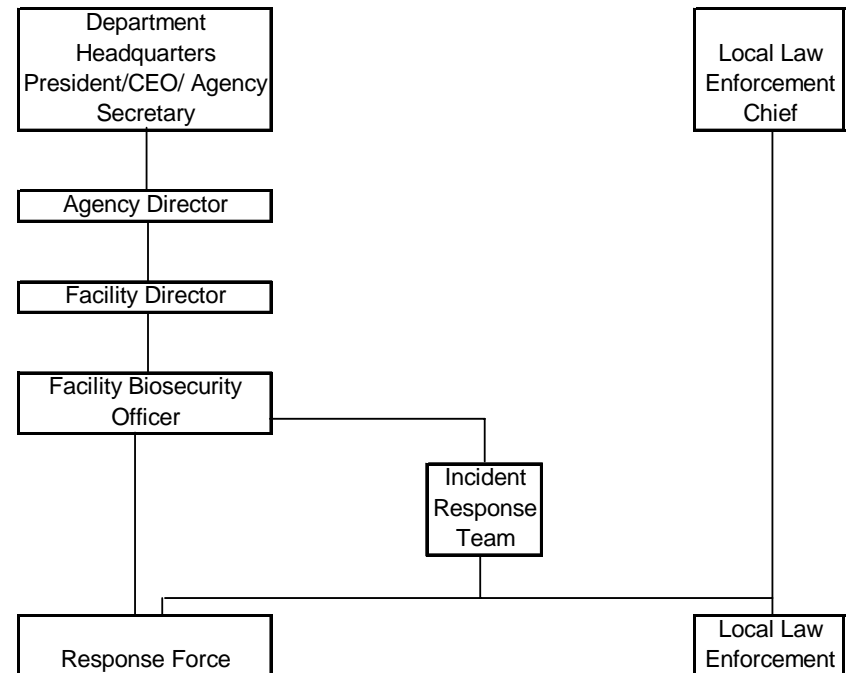
- Provides biosecurity policy in consultation with agency, facility personnel

- **Agency**

- Agency Director: ensures organizations adhere to biosecurity policies and procedures

- **Facility**

- Facility Director: ensures effective biosecurity implementation
- Facility Biosecurity Officer: directs implementation of local biosecurity program and may act as the Incident Response Team commander





# Biosecurity Training

- **Tailored to different audiences**
  - Annual comprehensive training (also for new employees)
  - Annual training for staff in management positions
  - Annual training for guard and response forces
  - Training for terminating or transferring personnel







# Annual (and New Employee) Comprehensive Security Training

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- **Statutory biosecurity requirements**
- **Physical security measures**
- **Personnel security measures**
- **Information security measures**
- **Biosecurity incident reporting, biosecurity violations, and disciplinary actions**
- **Media and public requests**



# Annual Supervisor Training

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- **Educate managers on detecting personnel issues that may result in security problems and options available to employees**
- **Encourage managers to report any information that raises doubts about an employee's continued security access**
- **Ensure managers are aware of the need to obtain agency-owned property from terminating personnel**





# Terminating Personnel Training

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- **Should be informed of any continuing responsibility they have to protect moderately or highly sensitive information**





# Response Force Training

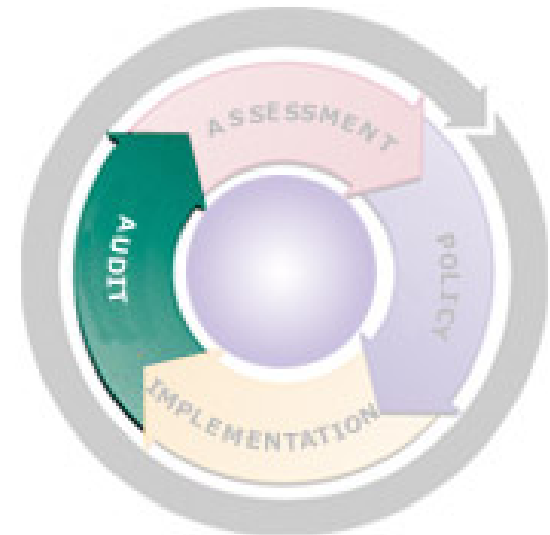
- **Should develop and maintain the competencies needed by the on-site response force**
  - **Bioresearch-facility specific training**
  - **Standard response force training**
- **Training exercises**
  - **Facility-specific training**
  - **Local law enforcement participation**
  - **Reports of training exercises summarizing results provided to management for review**





# Biosecurity Program Audits

- **Types of audits:**
  - Internal (self) audits
  - Audits by external agencies
- **Audits should**
  - Ensure compliance with standards
  - Evaluate effectiveness of the biosecurity program
  - Identify corrective actions
  - Allow for continual improvement





# Management Reviews

- Review audit results
- Institute corrective actions
- Ensure preventive actions are implemented
- Make recommendations for improvement
- Allocate required resources





# Corrective Actions

- Identify actions to be taken based on audit results
- Assign responsible personnel
- Assign a schedule for completion
- Verify effectiveness of actions





# Preventive Actions

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- **Review and update:**
  - **Biosecurity risk assessments**
  - **Biosecurity plan**
  - **Incident response plan**
  - **Training programs**
  - **Any agreements with local law enforcement**
- **Conduct performance tests of physical security systems**
- **Reinvestigate individuals in sensitive positions**
- **Stay informed about changes in the law that may impact the biosecurity program**





# Summary

- Program management is an overarching component of a biosecurity program
- Ensures success of the biosecurity program by
  - Managing the planning, staffing, funding and development of a biosecurity culture
- Addresses every element of the biosecurity program

